

OTE 85-4024

14 NOV 1985

MEMORANDUM FOR: Deputy Director for Administration

FROM:

Director of Training and Education

SUBJECT: Recommendation for Quality Step Increase--

1. [ ] is recommended for a Quality Step Increase in recognition of her sustained superior performance during the period January 1985 to October 1985. [ ] is a GS-13, Step 5, OTE careerist, occupying a GS-14 slot as Dean of Conferences in the Center for the Study of Intelligence, Office of Training and Education.

2. Shortly after joining the Center in December 1984, [ ] in addition to her other duties, assumed direction of OTE's Special Programs, i.e., the Ambassadorial Seminar, the Foreign Service Orientation, the Area Officers' Orientation and Briefing Program run jointly with Fort Bragg, and the monthly Brookings Institution Luncheons. Her stellar performance is amply documented by the unsolicited encomia that line her record jacket--some forwarded to this office by you and the Director. [ ] plans such activities with forethought and executes them so smoothly in the face of last-minute disruptions that many observers are unaware of the skill, diligence, unflagging energy, tact, and good will that she invests in ensuring that the Agency puts its "best face" toward those who participate in the programs. She holds herself to a standard of excellence.

3. In light of [ ] excellent performance of duty during the above mentioned period and the expectation that this level of performance will continue, I recommend that she be granted a Quality Step Increase.

Attachments:

- A. Biographic Profile
- B. Performance Appraisal Reports

Unclassified When  
Separated from  
Attachments

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SUBJECT: Recommendation for Quality Step Increase--

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APPROVED:

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Deputy Director for Administration

\_\_\_\_\_  
Date

STAT

DDA/OTE/CSI  (22OCT1985)

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